

15 Things to Do When Depositing Your *Capstone Project* (NRES 507) to NRES Student Services

As you complete your MS degree program requirements and prepare to submit your final paper to your Research Director and Committee members you will need to follow the steps provided below to assure a timely graduation. If you have any questions/concerns about these steps, please contact NRES Student Services nres-ssc@illinois.edu or Karen Claus at kclaus@illinois.edu.

1. **If you have not taken the written final examination, request to take it** by contacting Renee Gracon at gracon1@illinois.edu.
2. **As you prepare your final written project, adhere to the format rules required by your Research Director.** Even though you are submitting a *Capstone Project*, you may still be required to use the format guidelines laid out for a thesis. The Graduate College format requirements can be found at <http://www.grad.illinois.edu/graduate-college-thesis-requirements>. Proper citation of research is required, and it is highly recommended that you use RefWorks or another reference manager to facilitate proper citation format (learn more at http://www.library.illinois.edu/learn/intro/citing_source.html). In addition, NRES requires that students supply data reported upon to their Research Director. It is up to the Research Director whether the data must be included in the *Capstone Project* itself as an appendix, or if it is to be supplied and maintained in an alternate format.
3. **Find the deadlines to complete oral presentation/exam and to deposit your *Capstone Project*.** You can find these deadlines at <http://www.grad.illinois.edu/thesis-dissertation>. They are under “**The Thesis Process**” on the left side of the screen.
 - a. The **deadline** by which you must complete your **oral presentation/exam** is the same as the Doctoral Defense deadline (approximately 3 weeks before the deposit deadline below).
 - b. The **deadline** for submitting your approved *Capstone Project* to Student Services is the **same deadline used for Master’s students to deposit their thesis** to the Graduate College.
4. **Put your name on the Pending Degree List.** Log into UI Integrate (<https://apps.uillinois.edu/selfservice/>) and follow the instructions on the “Graduation” tab. **NOTE: While logged in, check and update if needed, your permanent mailing address.** This is where your **diploma** and a **final transcript copy** will be sent about **3 months** after graduation. If you don’t have access to UI-Integrate, let me know so I can add your name to the pending degree list.
5. Early in the semester in which you plan to graduate e-mail nres-ssc@illinois.edu to request a **degree audit**.
6. **Schedule your final oral exam date** with your appointed committee and Research Director. Please be aware that this can take *weeks* to arrange. Discuss the content of the exam and the method of presentation (on-campus or online) with your committee when you set the date. We **highly encourage** you to come to campus to take your final oral exam. **Once your date and time are set (at least 2 weeks before the exam)**, you will need to:

- Reserve room and equipment through Karen Claus at kclaus@illinois.edu or arrange to take the exam via Collaborate by contacting Renee Gracon at gracon1@illinois.edu for access.
 - Send your title, abstract, name of your Research Director, at least one project-related photo, and the date, time and location of your exam to Karen Claus at kclaus@illinois.edu for advertising.
7. **Prepare and practice your oral presentation. PowerPoint or other audiovisual media must be sent** to your Research Director, Piper Hodson (phodson@illinois.edu), Renee Gracon (gracon1@illinois.edu), **at least 1 week before** your exam date.
 8. **Circulate your *Capstone Project* to your committee members prior to the exam.** Give them at least **14 days** to review the project before the exam. Make changes to the *Capstone Project* to address committee recommendations. (NOTE: It is recommended to request confirmation of receipt of your project. This way you *know* they have received it.)
 9. **Pass final oral presentation/exam and written exam.** There are three possible results for your **oral presentation/exam and project summary**: **pass, defer, or fail**. Even with a pass, your committee may still require significant revisions to your summary. Deferred means that the committee is requiring fundamental changes to the project before making a final decision. **If the decision is to fail the student, he or she must work with the committee to remediate the project. The details regarding revisions and resubmission will be set by the committee.**

There are three possible results for your **written exam**: **pass** (grade 80% or above), **retake** (student must remediate areas of concern and retake the exam during the following semester or in accordance with the Evaluation Committee's recommendations (Note: the exam may be retaken once), **or fail** (if sufficient improvement is not demonstrated on the second attempt.)
 10. **After your oral exam, make all committee recommended changes** to your *Capstone Project* and **re-circulate** the project, per your committee's instructions.
 11. **Submit your committee-approved *Capstone Project* to Student Services** by emailing an electronic copy (preferable as a Microsoft Word Document) to Karen Claus at kclaus@illinois.edu for departmental format check and Department Head signature. **Allow at least 10 days before the deposit deadline, as changes can be required at this stage of the process, too.**
 12. **Complete the NRES Graduate Exit Survey.** This form is available online at <https://illinois.edu/fb/sec/8175245>. Student Services will receive an e-mail when you have submitted your survey.
 13. Student Services will submit the paperwork to have any *Capstone* "I" (incomplete) or "DFR" (deferred) grades changed after **all tasks** on this list are complete.
 14. **The only commencement ceremony is in May; though the College of ACES does have a December reception.** When you put yourself on the pending degree list, your name, and

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address will be added to the commencement mailing list. You should start receiving emails with commencement information in March, and will continue until that degree period is over. (NOTE: Even if you are dropped off the Pending Degree list, you will still receive emails about commencement until that degree period is completed.) You can find commencement information at <http://oc.illinois.edu/commencement/>.

15. Relax and Celebrate!